

## A Guide to a Successful ODIN Inventory/Subscription

1. Review the Service Level Model
2. **Desired Monitor Size:** The allowable values used in the initial inventory were 19", 21", or UEM (use existing monitor). The 19" monitor will come as standard equipment with the GP2 seat. The use of an existing monitor will result in a yet-to-be-determined seat discount.
3. **Desired ODIN Seat Type for GP3:** Use the assigned codes to differentiate the "5" different GP3 seat types:
  - GP3-A – High End Lightweight Combo
  - GP3-B – High End Combo
  - GP3-C – High-End Lightweight
  - GP3-D – High End
  - GP3-E – Mid-level
4. **"Refresh Priority" Column:** Use the assigned codes for:
  - Priority 1 – Refresh within 3 months
  - Priority 2 – Refresh within 6 months
  - Priority 3 – Refresh within 9 months
  - Priority 4 – Refresh within 12 months
5. **Validate "Enhanced System Administration" Column.** Subscriptions for enhanced system administration need the "System Administration" column filled in with the value of "enhanced – high, med, or low" and require the proper group name filled in under the "Work Group" column. If you need a new group assigned, contact Cyndi Carbon at 4-0905.

### Summary of subscription:

| Group        | System Administration | User Count | Current Allowable Ratio |
|--------------|-----------------------|------------|-------------------------|
| AP-01        | Enhanced-High         | 16         | 1:30                    |
| C-01         | Enhanced-Low          | 86         | 1:90                    |
| JA-01        | Enhanced-Low          | 97         | 1:90                    |
| JH-01        | Enhanced-Low          | 75         | 1:90                    |
| SF-01        | Enhanced-Low          | 76         | 1:90                    |
| SF-02        | Enhanced-Low          | 114        | 1:90                    |
| <b>M-01*</b> | Enhanced-High         | 18         | 1:30                    |

**\*M-01** is a fictitious group made up of customers from various organizations. In most cases, the inventory originally had “enhanced - ?” (specified without a group name, type of “enhanced”, or some other strange combination). **If you have a M-01 listed in your inventory either:**

- a. make a proper re-assignment to a valid group;
- b. change the service level back to regular and remove the group name;
- c. create a new group with more people

6. **“Standard Seat Configuration” Column.** The value of “standard” indicates that the seat was signed up for all “standard” bundled services. However, the criteria for “standard” in this case did not evaluate:
  - a. the user’s desired monitor,
  - b. whether they signed up for “enhanced system administration”
  - c. “type” (e.g., high-end laptop, high-end laptop combo, etc.) of GP3 that was originally chosen.

**These three columns should be reviewed closely.** If the “standard seat configuration” column is blank, this means the seat was signed up for other than the standard level of services. **Be sure to review these columns, since these seats are likely to be more expensive.**

7. **Conduct a “touch” inventory** to validate that the equipment information reflects the “actual” equipment. This is the only way to ensure the integrity of the information and will save a lot of time searching for equipment when Property and the ODIN Contractor conduct a “walk-through” to switch inventory tags. A touch inventory was not a requirement during the initial inventory and this had the effect of producing an inventory file that is not reflective of the equipment that will actually be turned over to ODIN.
8. **Peripheral Maintenance.** This will be a post-implementation effort. If you have scanners or printer you want covered by maintenance, you can sign these up later as an on-demand requirement.
9. **Continue to refer to the ODIN website:** <http://odin.arc.nasa.gov/>. Useful information is continually being posted.
10. **If you have any questions, e-mail:** [odin@mail.arc.nasa.gov](mailto:odin@mail.arc.nasa.gov), **or contact Cyndi Carbon, 4-0905.**